

12 DEC 1977

Executive Registry  
77-2930/A  
GSA

Mr. James F. Steele, Jr.  
Regional Commissioner, Region 3  
Public Buildings Service  
General Services Administration  
Washington, D.C. 20407

Dear Mr. Steele:

The information furnished below is in response to your letter to the Director, dated 17 November 1977, regarding a new procedure for the acceptance of reimbursable work performed by GSA Buildings Managers in excess of \$10,000. We are looking forward to the successful implementation of this procedure which hopefully will provide us with timely and quality work performance and a participative role in inspection and acceptance.

In order to assist you with this endeavor, we have established focal point officers who are authorized to sign the acceptance memorandum for reimbursable work that is satisfactorily completed for us. The focal point officer for the CIA Headquarters Building and all other Agency-occupied buildings [REDACTED] in the Metropolitan Washington area is Mr. [REDACTED] Chief, Space Maintenance and Facilities Branch, Logistics Services Division, Office of Logistics, and his alternate will be [REDACTED] The focal point officer for [REDACTED] Chief, Logistics Branch, National Photographic Interpretation Center, and his alternate will be [REDACTED]

Please rest assured that we will support and assist you in this effort. Thanks again for your continued cooperation and assistance.

Sincerely,

Ms/ James H. McDonald  
James H. McDonald  
Director of Logistics

cc: *ER*  
A-DDA

REGISTRATION OF INVENTION PATENTS

GSA



17 NOV 1977

Executive Registry  
11-2930

Admiral Stansfield Turner  
Director  
Central Intelligence Agency  
Washington, DC 20505

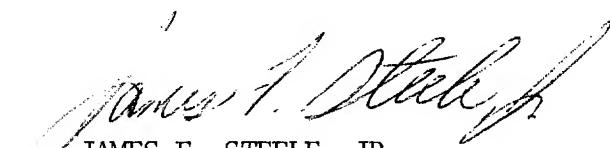
Dear Admiral Turner:

I am initiating a new procedure with respect to work performed for you by our buildings managers which exceeds \$10,000 in cost. We are hopeful that these new procedures will improve our delivery service to you in a more timely manner, ensure higher quality of work, and provide you, our customer, with the opportunity to more fully participate in the acceptance of these projects.

In order to do this, several administrative procedures are necessary. Accordingly, if you will look at enclosure 1, you will note that this is a letter that my contracting officer will send to you notifying you that the work under your agency identification number, as shown on the GSA Form 2957, has been completed and ready for final inspection. You will also note that a joint acceptance inspection will be arranged by the GSA's building manager whose name will be on the letter.

At the time of the joint inspection, reference enclosure 2, the building manager will have prepared for you an acceptance memorandum. It is requested that you certify on the memorandum that the work has been completed to your satisfaction and return the memorandum to the contracting officer. You will note there is space for additional comments if you so desire to make them. We feel your feedback will provide us valuable information such as: did the work start when promised; was the workmanship satisfactory; or any other comments you might like to make that you feel would help us to improve our service to you. I solicit your support and assistance in this effort.

Sincerely,

  
JAMES F. STEELE, JR.  
Regional Commissioner  
Public Buildings Service

2 Enclosures



General Services Administration - Region

Approved For Release 2004/07/08 : CIA-RDP80M00165A001900080004-3

Washington, DC 20407

DATE:

NAME : \_\_\_\_\_  
AGENCY : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_

DEAR \_\_\_\_\_ :

Please be advised that all work has been completed, as authorized by your agency identification number \_\_\_\_\_ and GSA's (PBS) order number assigned by our buildings manager \_\_\_\_\_. Your acceptance of the completed project is requested together with any comments you may have relative to the manner in which work was performed. A joint acceptance inspection will be arranged by the GSA Buildings Manager, \_\_\_\_\_. It is important that this inspection be made promptly to assure timely payment to the contractor and avoid claims for delays.

KENNETH A. JACOBSON  
Contracting Officer



To : 3PT  
Subject : ACCEPTANCE MEMORANDUM  
From : 3PF \_\_\_\_\_

Contract/Order Number \_\_\_\_\_ Dated \_\_\_\_\_  
Building \_\_\_\_\_  
Location of Work \_\_\_\_\_  
Type of Work \_\_\_\_\_

I have inspected the contract work that was authorized and performed under our agency identification number \_\_\_\_\_, and GSA's (PBS) order number \_\_\_\_\_, and found it satisfactory.

\_\_\_\_\_  
Authorized Agency Contact Date \_\_\_\_\_

\_\_\_\_\_  
Buildings Manager, 3PF Date \_\_\_\_\_

COMMENTS:

Approved For Release 2004/07/08 : CIA-RDP80M00165A001900080004-3

**GENERAL SERVICES ADMINISTRATION**  
Washington, DC 20407

**OFFICIAL BUSINESS**  
Penalty For Private Use \$300

POSTAGE AND FEES PAID  
U. S. General Services Administration  
GSA-361



Admiral Stansfield Turner  
Director  
Central Intelligence Agency  
Washington, DC 20505



Approved For Release 2004/07/08 : CIA-RDP80M00165A001900020004-3

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM  
UNCLASSIFIED CONFIDENTIAL SECRET

### OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	DDA	11/23	J
2			
3			
4	D/L06		
5			
6			
<input checked="" type="checkbox"/> ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE

#### Remarks:

Patty - pls let me know  
what action taken,  
if any.

STAT

ER	DATE

Approved For Release 2004/07/08 : CIA-RDP80M00165A001900020004-3

UNCLASSIFIED CONFIDENTIAL SECRET